

# Finding the Record You Need

## Valuable Information You Can Use in Searching Records at Your District Recorder's Office and UCC Central Office

### SEARCH AND INDEX GUIDELINES

#### GRANTOR/GRANTEE AND LOCATION INDEX

##### GENERAL RULES:

- Individual names are indexed last name first.
- Business names are indexed as they appear.
- Spelling errors on a document appear the same way in the index (a comment line may indicate that the name OR description was "indexed as presented").
- All names and descriptions are indexed exactly as they appear on the document, so it is important to search under variations, which include abbreviations or shortened versions of the name or description.
- When searching complex entries such as government agencies, narrow your search as much as possible at the outset in order to avoid having to search through many thousands of generic entries under the most common part of a compound name (example: for a state agency, search under the name of the department or division rather than the name of the state).

#### SEARCHING THE GRANTOR/GRANTEE INDEX

##### 1. Spousal names.

Prior to approximately 1990, joint spousal names were indexed under husband's name only. Many of these remain as joint entries in historical database. Old manual indices also reflect spousal transactions under only husband's name ("et ux" or "et al" was the traditional means of denoting that a spouse was also involved in the transaction). Beginning in the 1960's, manual indices began to reflect names of both husband and wife, but as a joint entry

State Recorder's Office  
Department of Natural Resources  
550 W 7<sup>th</sup> Ave, Suite 1210  
Anchorage AK 99501-3564

under the husbands name only (i.e. SMITH, JOHN & MARY). Beginning in approximately 1990, spousal names have been indexed separately into the index. (Note: If you are searching a wife's name only, the search will NOT disclose joint entries prior to 1990 in which the wife may have been a party; you must know the husband's name in order to locate these transactions.)

## **2. Name Variations.**

When searching the Grantor/Grantee index for a particular name, check all possible variations of the name, including a middle name, middle initial, nickname, variations in spelling, and possible joint spousal entries. Individual names have occasionally been mis-indexed under the first name instead of the last name. Search all name variations, including possible misspellings and sound alike variations.

## **3. Numerical names.**

Names containing numbers are indexed exactly as they appear on the document. If the numbers are digits, they are indexed as digits; if the numbers are words, they are indexed as words. All names that begin with numerals are found in sequence behind the letter Z in the alpha index. Prior to approximately 1992, names beginning with numbers were generally indexed in either a numeric or an alpha format (or both) and would be found under either digits or words. (Example: 400 Partnership could have been indexed as Four Hundred Partnership, as Four Zero Zero Partnership, or as 400 Partnership. Search every possible variation.)

## **4. Abbreviations.**

Since 1994, all names have been indexed exactly as they appear on the recorded/filed documents. Abbreviations are used only as shown on the document itself. Prior to 1994, lists of abbreviations for company names were commonly utilized. In 1999, when the Recorder's/UCC section implemented its own database, all historic abbreviations were expanded to the full name. On a case by case basis you may encounter an abbreviation that did not expand. You may contact our office for assistance with these abbreviations.

Caveat: Abbreviations were frequently used when the full version of the abbreviated name was slightly different than the name reflected on the document. In some cases the wrong abbreviation may have been used. It is always best to confirm the name by viewing the actual document. Abbreviations would appear in the historical index in parentheses if you were to come across one (i.e., (NBA) for National Bank of Alaska).

## **5. Business names which include individual names.**

When a business name includes an individual name, historically the

State Recorder's Office  
Department of Natural Resources  
550 W 7<sup>th</sup> Ave, Suite 1210  
Anchorage AK 99501-3564

name would have been indexed under the individual's last name. (Example: John Doe Plumbing Company would have been indexed under Doe John Plumbing Company.) Beginning in the late 1980's, an effort was made to expand this type of indexing and such names were then double indexed (the name would have been indexed as it appears on the document and additionally under the individual's last name). Since 1996 such names are indexed the same as any other business name, exactly as it appears on the document. Example: John Doe Plumbing. This would appear in the historic records only under Doe John Plumbing. Beginning in the late 1980s, it would have been indexed twice: once as JOHN DOE PLUMBING, and once as DOE JOHN PLUMBING. Since 1996 it only appears under JOHN DOE PLUMBING. It is always advisable to check all such variations in the index.

#### **6. Government agencies.**

Many variations of government agency names appear in the index. It is generally best to narrow your search as much as possible, i.e. search under the specific department or division rather than under the name of the state. (Example: search under Land Division of or Natural Resources Department of rather than under Alaska State of) Also, many agency names may have been shortened in the index (Dept rather than department; AK rather than Alaska, etc.).

#### **7. One sided transactions.**

If there is only one party identified in a document, such as a notice, that party is identified as grantor, and To Whom It May Concern is the grantee.

#### **8. Mining Claims.**

Aggregate mining claim references (Red Sky 100-109) have been indexed individually into the index as they appear on the documents since approximately 1994. Prior to that, aggregate claim references generally appeared as a single entry. There may be variations in how claim numbers have been indexed (i.e. sometimes with No., Number, or # in front of the digits). Also, the numbers may have been entered as words in the index. Search all variations.

#### **9. Alpha entries.**

Names beginning with alpha characters are indexed exactly as presented on the document. Spacing to accommodate punctuation (which does not appear in the index) may affect where an entry is found in the alpha index.

#### **10. Hyphenated names.**

Historically hyphenated names may have been double indexed under both surnames. Since 1996, hyphenated names are indexed under the first part of the hyphenated name only. Example: Susie Smith-

State Recorder's Office  
Department of Natural Resources  
550 W 7<sup>th</sup> Ave, Suite 1210  
Anchorage AK 99501-3564

Jones will appear in the index as SMITH-JONES SUSIE.

**11. Surnames with prefix designations.**

Generally surnames with prefix designations are cross-referenced for ease of reference. Rip Van Winkle would be indexed as VAN WINKLE RIP and WINKLE RIP VAN. Note that there may be variations in the historical index or in the current index where such names appear as one word (Vanwinkle). Always search for such possible variations as well.

**12. Foreign Names.**

When it is difficult to determine which part of a name is the surname, foreign names may be cross-referenced for ease of reference. Min Kee Sung is currently indexed as MIN KEE SUNG and as SUNG MIN KEE. In the historic index, the assumption was always that the last name was the surname and the name was only indexed one way (Sung Min Kee).

**13. Complex entries.**

Frequently these names are very lengthy and do not fit within the normal grantor/grantee indexing space. They are often continued into a comment line. A trust will be indexed under the name of the trust and the trustee(s) if presented in that format on the document. An estate will be indexed under the name of the personal representative or executor and under the name of the decedent.

**14. Dual capacities.**

If a document reflects that an individual is serving in different capacities, the name is generally indexed to reflect the different capacities. Historically capacities were not identified in the index.

**15. Names which begin with "A", "An", or "The".**

These names are indexed under the principal part of the name with the article appearing at the end, i.e. LUCKY WISHBONE THE. When searching historical records, some may still be indexed under the article rather than the principal part of the name. It is important to search both variations when researching names of this nature.

**16. FKA, AKA, NKA designations.**

Formerly known as (FKA), Also known as (AKA), and Now known as (NKA) designations for companies or individuals are indexed as separate names. Prior to approximately 1996, only the most recent name version was indexed.

State Recorder's Office  
Department of Natural Resources  
550 W 7<sup>th</sup> Ave, Suite 1210  
Anchorage AK 99501-3564

**17. Indexing cities and towns.**

The historical index contains no consistency in indexing such names. The City of Cordova may have been indexed under "The", under "City" or under "Cordova". Exhaust all possibilities in your search. Currently, these names are only indexed one way, under the actual town or city name only (Cordova City of).

**18. Names beginning with initials.**

AAA Auto may have been indexed into the historical files in many ways: under AAA, under A A A, under A.A.A., under Triple A, etc. Always search all variations. Currently such names are indexed one way only, exactly as it appears on the document. Be sure to check all variations.

**20. Names beginning with "Ft.", "St.", etc.**

Historically, names beginning with "Ft." or "St." were entered into the index under "Fort" or "Saint". Since 1996, these names are entered exactly as they appear on the document, and could appear in the index under either location.

<b>SEARCHING THE LOCATION INDEX</b>
-------------------------------------

**NOTE: THE LOCATION INDEX HAS HISTORICALLY BEEN A COURTESY INDEX ONLY. LEGISLATION TO MANDATE LOCATION INDEXING TOOK EFFECT JULY 1, 1996. SEARCHES INVOLVING THE LOCATION INDEX SHOULD NOT BE RELIED UPON FOR ACCURACY DUE TO THE MANY GAPS AND OMISSIONS THAT APPEAR IN THE HISTORIC DATA. LOCATION INDEX INFORMATION IS ENTERED EXACTLY AS IT APPEARS ON THE DOCUMENT. ANY INFORMATION OBTAINED FROM THE LOCATION INDEX SHOULD BE VERIFIED BY REVIEWING THE ACTUAL DOCUMENT IMAGE.**

**CAVEAT:** Many local recording offices implemented indexing guidelines from time to time that may or may not have been used in other locations throughout the state. The above represents our best effort at consolidating and itemizing these many indexing variations that were used over the years. We hope this information is helpful to you.

State Recorder's Office  
Department of Natural Resources  
550 W 7<sup>th</sup> Ave, Suite 1210  
Anchorage AK 99501-3564